



## COMMUNICATIONS & COMMUNITY ENGAGEMENT MANAGER

**Job Description:** The Communications & Community Engagement Manager (CCEM) is a critical member of the Methow Valley Citizens Council (MVCC) team, working collaboratively within the organization to support, develop and execute advocacy strategies through brand, content, narrative, outreach, and membership acquisition initiatives. Overseeing a wide range of activities – including social media, content creation, email marketing and website management – the ideal candidate brings an enthusiasm for the MVCC mission, an ability to build trust and drive action through messaging, and a fluency in digital marketing.

The CCEM is responsible for embedding advocacy across the organization through a mix of communications strategies including education, engagement, and direct action. They will work closely with the Executive Director and program staff to drive an impact-centered narrative tailored to a variety of audiences, including donors, funders and stakeholders, MVCC members, prospective members, partner organizations and the community at-large.

<b>Reports to:</b>	Executive Director
<b>Status:</b>	32 hrs/week, hourly, non-exempt
<b>Compensation:</b>	\$30-\$35/hour DOE
<b>Benefits:</b>	Medical and cell phone stipends; 3 weeks of paid vacation
<b>Schedule:</b>	In office at least 2 days per week required; additional flexibility/remote by mutual arrangement with supervisor. Some nights and weekends may be required.

### Key Responsibilities

- Engage with supporters through creative content, optimize digital platforms for advocacy, and grow the organization's influence and audience.
- Develop and execute digital media strategies across major platforms, including short-form video content and static posts; adapt advocacy, fundraising and editorial material for digital audiences.
- Manage and monitor public-facing communications channels, including social media, e-newsletters, action alerts, website, and print publications.
- Collaborate with Executive Director and program staff to identify and create stories that increase engagement, awareness and interest in MVCC.
- In collaboration with key staff, plan and manage a global editorial calendar.
- Attend in-person activities and events to capture photography and video for use in social media; oversee community tabling strategy.
- Create branded presentation slides, flyers, documents, graphic assets and templates.

- Serve as production manager for MVCC publications and brand collateral.
- Manage external creative vendors (photographers, designers, videographers, writers, etc.)
- Support MVCC with copy preparation, editing and proof-reading.
- Monitor relevant environmental news, legal notices, and accounts.
- Organize and manage creative and brand assets.
- Other duties as assigned.

### **Desired Qualifications, Experience, and Competencies**

*Even if you don't meet all the qualifications, we encourage you to apply if your experience has provided you with a strong understanding of environmental advocacy, organizing, or digital marketing.*

- Familiarity with and demonstrated passion for the mission of the Methow Valley Citizens Council
- At least 3 years' professional experience in communications, marketing, or related field
- Data-driven and metric-oriented
- Experience in digital media strategy and planning; understanding of emerging trends
- Strong story-telling and content creation skills
- Proficiency with email marketing standards and tools
- Proficiency with graphic design tools (Adobe Creative Suite)
- Experience with Content Management Systems and CRMs
- Ability to manage multiple projects simultaneously and adhere to deadlines
- Ability to work collaboratively with staff members, partners and vendors
- Strong organizational and time-management skills
- Excellent verbal and written communication skills
- Resourceful self-starter
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations
- Experience with Google Tag Manager and Analytics a plus.

MVCC's current technical environment includes Microsoft Office, Teams, WordPress, Trello, MailChimp and Little Green Light.

**To apply:** Send cover letter and resume to [rebekah@mvcitizens.org](mailto:rebekah@mvcitizens.org) specifying "Communications and Community Engagement Manager" in the subject line. Option to include up to three relevant work samples. Applications received by **June 15** will be prioritized. No phone calls, please.

*MVCC is committed to building an inclusive workplace for people from all backgrounds. As an equal opportunity employer, MVCC does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other legally protected status.*

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**About MVCC:** The mission of the Methow Valley Citizens Council is to raise a strong community voice for the protection of the Methow Valley's natural environment and rural character. Established in 1976, MVCC has since garnered strong community support as advocates for progressive land use and environmental values in the Methow Valley. The healthy rural character of this community – with low-density development, considerable open space, and clean air and water – has been preserved in significant part through MVCC's advocacy on land use planning and public land issues. Today, MVCC maintains its role as a watchdog organization, while lending its expertise in distilling complex issues and convening constructive dialogue to local and regional coalition-building efforts.